

## **GENERAL PROCEDURES FOR REQUESTING PRIMARY CARE HEALTH AND DENTAL PROFESSIONAL SHORTAGE AREA DESIGNATIONS**

All requests for designation of health professional shortage areas (HPSAs) will be evaluated by the Division of Shortage Designation (DSD) of the Bureau of Primary Health Care on the basis of the shortage/underservice criteria established by regulation.

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Division of Shortage Designation  
Bureau of Primary Health Care  
4350 East West Highway, Room 9-1D1  
Bethesda, Maryland 20814  
Office Telephone: 301-594-0816  
Designation Information: 1-800-400-BPHC  
FAX: 301-594-4988

**Initially a copy of each request is to be sent by the applicant to the Virginia Department of Health, Center for Primary Care and Rural Health (CENTER) contact.** Designation requests should be mailed to:

B.A. Caro-Justin  
Center for Primary Care & Rural Health  
Virginia Department of Health  
1500 East Main Street, Suite 227  
Richmond, Virginia 23219  
Office Telephone: 804-786-4891  
FAX: 804-371-0116

The Virginia Department of Health, Center for Primary Care and Rural Health (CENTER) will provide copies of the request to the Governor's office Virginia Primary Care Association, health systems agency (where active), and appropriate Virginia professional association(s) for comment. Mental health HPSA designation requests are also sent to the Virginia mental health authority and dental HPSA requests to the State dental officer. These parties are provided 30 days to comment on the request. In order to expedite the designation process, it is recommended that persons submitting a request solicit the assistance of the CENTER and the other commenting agencies/organizations prior to submission to the DSD and the CENTER. If the information in a request is insufficient, the applicant will be contacted by the CENTER and additional information will be requested to be submitted to the DSD.

Once comments have been received or the comment period has expired, the DSD will complete its evaluation of the request and determine whether the criteria for designation have been satisfied. Notification of the final action taken on a designation request will be sent to the applicant; to the commenting offices listed above, and to any other interested parties identified during the course of the review. Efforts are made to complete action on each designation request within 90 days from the date of receipt by DSD, depending on current caseload.